



6-9-05  
#39

## MEMORANDUM

TO: Toby Futrell, City Manager

FROM: Greg Canally, Budget Officer

*M for Greg Canally*

DATE: June 9, 2005

SUBJECT: Administrative Leave Time

Item # 39 on the June 9, 2005 Council Agenda is to approve a resolution directing the City Manager to explore and implement a program by which employees may, within reasonable limits, be granted administrative leave time for the purpose of donating blood, bone marrow or organs for medical purposes. This item has no unanticipated fiscal impact. A budget amendment is not required.